

POLICY / PROCEDURE CHECKLIST – GROUP FOSTER HOMES FOR CHILDREN

Use of form: HFS 57.05 requires the licensee to develop written policies and procedures for the following categories. Policies and procedures must be submitted to the department as part of a complete application. Use of this form is mandatory under 57.49(1)(j). Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement.

Instructions: Whenever policies are created or updated, a dated copy should be sent to your licensing specialist along with a completed policy checklist. Use the checklist to identify the page number on which you address each point for ease in reference and review. Policies should be dated and the pages numbered.

Name – Facility	Address – Facility
<p>Policy Page No. <u>PROGRAM STATEMENT</u> 57.05(1)</p> <p>_____ A description of the group home's purpose and philosophy.</p> <p>_____ A description of the services available through or provided by the group home.</p> <p>_____ A description of the type, age, and sex of the resident population served by the group home.</p> <p>_____ A description of the daily activities available to residents including all items in 57.22.</p> <p>_____ A description of house rules for expected resident conduct.</p> <p>_____ A non-discrimination statement that indicates that the group home does not discriminate against a resident because of race or cultural identification, sex, age, color, creed, ancestry, national origin, disability, political affiliations, or religious beliefs.</p> <p>Policy Page No. <u>POLICIES AND PROCEDURES</u> 57.05(2)</p> <p>_____ Criteria for levels of supervision of on-premise and off-premise activities of residents.</p> <p>_____ Confidentiality of resident records.</p> <p>_____ Prohibiting from the premises any person whose behavior gives reasonable concern for the safety of residents.</p> <p>_____ The use of universal precautions.</p> <p>_____ Behavior intervention.</p> <p>_____ Suicide prevention.</p> <p>_____ Serious incident reporting requirements.</p> <p>_____ Notifying the appropriate local law enforcement if a resident leaves the group home without permission or does not return to the group home after an approved leave.</p> <p>_____ Resident access to confidential family planning services.</p> <p>_____ Prohibiting smoking on the group home premises and in vehicles used to transport residents.</p> <p>_____ Prohibiting the use of resident labor as a substitute for employment of a sufficient number of competent persons to operate and maintain the group home.</p> <p>_____ A plan for contacting the licensee or a staff member when necessary.</p>	<p>Policy Page No. <u>MEDICATION</u></p> <p>_____ Medication administration, storage and disposal. 57.05(2)(c)</p> <p>_____ Documentation of medication administration. 57.25(2)(a)2.</p> <p>_____ Resident refusal of medication. 57.25(2)(a)5.</p> <p>Policy Page No. <u>HOUSE RULES</u></p> <p>_____ A description of acceptable and unacceptable resident conduct. 57.05(2)(k)1.</p> <p>_____ Curfew requirements. 57.05(2)(k)2.</p> <p>_____ A description of the consequences for violations of house rules. 57.05(2)(k)3.</p> <p>_____ Procedures related to a resident's absence from the group home without permission. 57.05(2)(k)4.</p> <p>Policy Page No. <u>CUSTODIAL PARENTS AND EXPECTANT MOTHERS</u></p> <p>_____ <i>Licensees providing care for custodial parents and expectant mothers must include the following additional policies:</i></p> <p>_____ If the group home serves custodial parents, the policies on visitation shall include visitation between a child of a resident and that child's non-custodial parent. 57.05(2)(m)</p> <p>Policy Page No. <u>EMERGENCY PLANNING AND PREPARATION</u> 57.06(1)</p> <p>_____ Plan for contacting placing agency or responsible person, emergency service providers, a resident's health care provider, the licensee, and staff members in an emergency.</p> <p>_____ Fire evacuation procedures including those for residents with limited mobility or other impairments.</p> <p>Policy Page No. <u>PERSONNEL</u> 57.17(1)</p> <p>_____ The creation and use of job descriptions that describe the staff member's roles, responsibilities and duties.</p> <p>_____ An orientation plan that shall include how and when orientation of new hires and volunteers will be conducted and documented.</p> <p>_____ Work schedules of each staff member and policies on the use of relief help.</p> <p>_____ Continuing education and training requirements.</p>

Policy**Page No.** **PERSONNEL (continued)** 57.17(1)

Designation of the chain of command or supervisory structure in the group home.

A requirement that each staff member notify the licensee as soon as possible, but no later than the next working day, of 57.18(3)(a) their conviction of any crime; (b) a current or past investigation by any governmental agency for any act, offense or omission, including an investigation related to abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property; (c) a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property; or (d) a denial, restriction, or other limitation of a license or credential from the department of regulation and licensing.

A description of activities that a volunteer may perform for the group home; orientation of the volunteer; supervision, and assurance that the volunteer is following group home policies and procedures; and the information to be provided on the laws of confidentiality and reporting of abuse and neglect.

Handling of emergencies.

Policy**Page No.** **RESIDENT RIGHTS** 57.24

Description of resident rights and grievances procedure (informal and formal).

Policy**Page No.** **RESPIRE CARE** 57.35(3)

Licensees providing respite care must include the following additional policies:

Address the purpose for which respite care is provided.

Compatibility in the program of children with diverse needs.

How the respite care program relates to other program components of the group home.

Procedures for assessing the medical and dietary needs and behavioral and emotional concerns of a child admitted to the group home for respite care.